



Agency Registration

Division of Alcohol and Substance Abuse

Agency Name (or County if county staff)

Fax #

Step 1	For All Users		
	a) Name [Last, First, Middle Initial]		g) Agency #'s or County
	b) Phone number	c) E-mail address	
	d) User status	e) Select user type(s)	
	f) User Signature		

Step 2	For All Users	h) Date
	This form must be signed by the treatment Agency Director or, for county staff, by the County Drug and Alcohol Coordinator (SPAR users must have this signed by the County Coordinator)	i) Print Name
		j) Authorizing Signature

Step 3	<i>For ATR Users Only: Fax to County Alcohol and Drug Coordinator</i>	l) Date
	k) ATR user type <input type="checkbox"/> RSS <input type="checkbox"/> RSS-Data Entry Only <input type="checkbox"/> ATR Interview Only – Data Entry (GPRA) <input type="checkbox"/> Reports Only <input type="checkbox"/> ATR County Rate Manager/Provider List Manager	m) Print Name
		n) Signature of County Coordinator

Step 4	For All Users
	Please Mail to: DASA TARGET2000 Helpdesk, PO Box 45330, Olympia, WA 98504 or Fax to (360) 407-1044 .

Agency Registration

The Target Agency Registration Form is used to manage access and user rights on the Target system. Each person that wishes to use Target must complete this form and have it signed by either their agency director or, for county staff, by the County Alcohol and Drug Coordinator.

This form is also used to request that a user's access to Target be revoked if the user changes positions or leaves the employment of the agency or county.

With the exception of Step 3, which is conditionally required, please fill out all portions of this form.

Step 1

d) User Status Definitions:

New User: Select this option for new users to Target

Remove User: Remove access for selected user

Change User Type: Add or change user rights

Add Agencies for User: Add access to more agencies for selected user

e) User Type Definitions:

TARGET Data Entry: Able to input data and run reports

TARGET Reports: Reports only, no data entry

TARGET ADATSA: Able to enter ADATSA assessments or admissions

Treatment Analyzer: Report generating program. Users must also register at www.dasa-ta.com

SPAR: (Spending Plan Activity Reporting) County Users will be able to submit County Spending Plans and Quarterly Reports

g) Agency #s or County

Agency Number: If the user works at a treatment agency, enter the six-digit "Greenbook" number for the agency or agencies for which access is to be given

County: If the user works for the county, enter the name of the appropriate county

Step 2

i,j) Authorizing Signature

Printed name and signature of the treatment agency director or, for county staff, by the County Drug and Alcohol Coordinator. Access to SPAR requires the signature of the County Drug and Alcohol Coordinator.

Step 3

This section must be completed if the user is requesting access to ATR functionality within Target. All other users may skip this section.

k) ATR User Type

RSS: Authorizes services, creates vouchers, documents eligibility, add and edit recovery plan, interviews (GPRA's), ATR reports

RSS – Data Entry Only: Creates vouchers, documents eligibility, add and edit recovery plan, interviews (GPRA's)

ATR Interview Only – DATA Entry (GPRA): access to interview screens (GPRA) for data entry

Reports Only: ATR reports only, no data entry

ATR County Rate Manager/Provider List Manager: Add and change the County Rate Table and the Provider list

m,n) Signature of County Coordinator

The printed name and signature of the Drug and Alcohol Coordinator in your county or another person specifically authorized to approve ATR access must be obtained.

Step 4

Once this form is received by DASA it will be processed. Any return correspondence will be sent to the fax number provided in the initial section of the form.

Target site: <http://transact.wa.gov>

Treatment Analyzer site: www.dasa-ta.com

Target Forms: www1.dshs.wa.gov/msa/forms/eforms.html

Target Documentation: www1.dshs.wa.gov/dasa/services/target/T2KSysDoc.shtml

Digital Signature Trust site: www.digsigtrust.com/state/wa

DST HelpDesk: 888-248-4447 (for questions concerning your digital certificate)

Please contact the **Target Help Desk** at **888-461-8898** if you have any questions.
